GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

General Administration (I&PR) Department – Appointment of two (2) Member Team Lead Personals as Program Coordinators on contract basis for attending all media related aspects of the Hon'ble Chief Minister's field visits initially for a period of one year - Orders- Issued.

GENERAL ADMINISTRATION (I&PR) DEPARTMENT

G.O.RT.No. 139 Dated: 21-01-2025

Read:

e-file Computer bearing No. 2623469 received from the Director, Information & Public Relations, A.P., Vijayawada.

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ORDER:-

In the circumstances stated by the Director, Information & Public Relations, A.P., Vijayawada in the reference read above, Government after careful examination, hereby accord permission to the Director, I&PR for appointment of two (2) Member Team Lead Personals as Program Coordinators on contract basis with a consolidated remuneration of Rs.1,50,000/- per month initially for a period of one year for attending all media related aspects of the Hon'ble Chief Minister's field visits and events for smooth coordination across all the stages and to handle all the responsibilities.

2. The Job profile and educational qualifications & experience for the posts of two (2) Member Team Lead Personals are drafted as hereunder:

Job profile:

(i) To develop comprehensive plans for Hon'ble CM Program including logistics, scheduling and resource allocation.

(ii) Collaborate with various stakeholders including Government officials, community leaders and local organizations to ensure their participation and support in successfully coordinating the event.

(iii) To oversee all logistical aspects of events, including venue selection, transportation, accommodation and catering services.

(iv) To implement effective branding strategies to promote events, ensuring alignment with the Hon'ble C.M's initiatives and Government branding guidelines.

(v) To resolve all issues related to event setup, execution, any unforeseen events etc.

(vi) Primary point of contact for event-related communications and capability to prepare post-event reports assessing the event's success and areas for improvement.

(vii) Facilitate interactions between the Chief Minister and local residents during events to promote transparency and foster community relations.

(viii) To develop contingency plans for potential issues that may arise before or during the event, ensuring quick and effective responses to unforeseen challenges.

Qualification: Should have the qualification of MBA/MA or any other equivalent qualification with specialization in Social Work/Public Policy/Event Management etc.

Experience: 3 to 5 years work experience as Project Manager or similar role of Event Management. Must have managerial skills, crisis management techniques and good forecasting strategies. Must have organizational and technical abilities with good interpersonal and multi-tasking skill.

3. The Director, Information & Public Relations, A.P., shall take necessary action accordingly.

4. This order issues with the concurrence of the Finance (HR.II) Department, vide their U.O.No.FIN01- HR0PDPP(TRPO)/184/2024-HR-II, Dated:12.01.2025 (Computer No. 2661391).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S SURESH KUMAR
PRINCIPAL SECRETARY TO GOVERNMENT (POLITICAL)(FAC)

To
The Director, Information & Public Relations, A.P., Vijayawada.
The Pay & Accounts Officer, A.P, Mangalagiri.
The Accountant General, Andhra Pradesh, Vijayawada.
Copy to:
OSD to the Hon'ble Minister (I&PR)
PS to the Principal Secretary to Government (Political).
Finance (HR.II) Department.
Sc/Sf (2623469).

//FORWARDED::BY ORDER//

SECTION OFFICER